

TCKS Curriculum Committee Standard Operating Procedure

1. The Traut Core Knowledge School Curriculum Committee will meet once per month during the school year, September-April.
2. Chair duties
 - a. Set agendas (with input from all committee members)
 - b. Schedule future meetings (with input from all committee members)
 - c. Conduct meetings
 - d. Member roster
 - e. Meeting reminders via email
 - f. Complete Core Knowledge Renewal Form for each school year
 - g. Talk with district to know what the district is reviewing each year
 - h. Reserve meeting space
 - i. Attend SAAC meetings to represent curriculum committee
3. Curriculum committee member duties
 - a. Attend monthly meetings
 - b. Participate in decisions regarding curriculum discussions
 - c. Research material as needed
4. Attend SBMC meetings when necessary

TCKS Curriculum Committee Mission and Responsibilities

The Curriculum Committee's mission is to evaluate and recommend curriculum to ensure the best possible delivery of curriculum at TCKS. Its responsibilities include:

- a. Providing research, analysis and materials recommendations to the SBMC to assist in curriculum-related decision-making, including adoption of textbooks and materials as well as study of curriculum-related issues.
- b. Providing analysis and support in the integration and implementations of PSD and CO standards.
- c. Providing analysis and support in the integrations and implementation of Core Knowledge Sequence and any related standards.
- d. Collaborating with staff on curriculum development and delivery and on meeting individual student needs.
- e. Assisting in the SAAC in managing the school improvement plan: suggest new goals and assist as needed with the goal action plan.

TCKS Curriculum Committee Succession Plan

The chairperson will be a parent from TCKS.

The chairperson will be elected by the members of the curriculum committee.

The chairperson of the Curriculum committee will be elected for a minimum two year term.

The chairperson will meet with the former chairperson to be informed of all on-going issues and to collect all important papers, dates and notebooks.

The former chairperson will be available to answer any questions the new chairperson may have.